



## COVID-19 Emergency Operations Center

SOP No: MS-134  
Draft Date: 4/8/2022

# Standard Operating Procedure

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### Subject: Room Assignment Procedure at Medical Sheltering Sites

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#### 2. Introduction

The purpose of this Standard Operating Procedure (SOP) is to establish the procedure for patient room assignments at a Medical Sheltering Site. The room assignment procedure will support the success of the patient completing quarantine and ensure patient and staff safety.

#### 3. Facility Background

The Vagabond Inn Quarantine and Isolation site is a 71-room, 2-story motel located in the South Los Angeles area with high-levels of noise pollution and foot traffic. The Vagabond Inn facility has a total of 5-family rooms, which include a main room with a king bed and an extra room with 2-twin mattresses and 3-ADA compliant rooms. The division of wings are based on the proximity of the nurses' station, security office, case management office and neighboring apartment building.

#### 4. Procedure

1. Room assignments will be conducted using the following procedure:
  - Patients with mobility limitations must be placed on the first floor
  - Patients with a history of suicidal ideations or attempts must be placed on the first floor
    - If available, all patients with severe mental health concerns must be placed on the first floor
  - Patients will be placed into designated facility wings based on physical health, behavioral health, and mental health concerns
  - Rooms will be assigned alternating rooms to keep a 6-foot distance, if possible
2. Medical Sheltering Staff will refer to the Vagabond Bed Locator when conducting room assignments

## 5. Vagabond Bed Locator

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